



RECREATION & SENIOR SERVICES DEPARTMENT RESERVATION FEES

All rentals are governed by City Council Policies **B-16** and **B-13**. Security/Compliance deposits are required for all public rentals.

RESTRICTIONS

The City does not issue community center rentals on Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

FEE SCHEDULE *(Rates listed are hourly rates – Rentals have a 2-hour minimum)*

R = City of Newport Beach Resident **NR** = Non-Resident **RNPYSO** = Resident Non-Profit Youth Serving Organization

NCCC ★	Commercial		RNPYSO	Non-Profit		Private	
MEETING ROOMS	R	NR		R	NR	R	NR
Newport Ridge / Pelican Rooms	160	318	24	50	94	79	158
Newport Coast / Willinger Rooms	270	519	48	66	132	126	246
Gymnasium (sport events only)	352	676	43	79	136	108	195
Warming Kitchen	36	72	18	18	36	24	48
Outdoor Patio	84	168	24	36	72	48	96

CYC ★	Commercial		RNPYSO	Non-Profit		Private	
MEETING ROOMS	R	NR		R	NR	R	NR
Classrooms (2)	160	318	18	50	94	79	158

OASIS★	Commercial		Non-Profit		Private		Cleaning	AV
MEETING ROOMS	R	NR	R	NR	R	NR		
Small Classroom	160	318	50	94	79	158		
Large Classroom	270	519	66	132	126	246		
Event Center	360	645	135	205	200	330	125	100

★A one-time administrative fee charge of \$5 is added to each reservation.

SECURITY DEPOSIT

Small Room:	\$100.00	OASIS Event Center	\$400.00 (alcohol)
Large Room or Gym:	\$185.00		\$200.00 (no alcohol)
Kitchen:	\$300.00		

Note: Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility Use Regulations are grounds for forfeiture of deposit.

CANCELLATION

Cancellation of rentals that occur less than 30 days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than 72 hours notice will be charged the entire rental fee.

SPECIAL EVENT PERMITS AND INSURANCE – Some events and activities may require a Special Event Permit or Insurance.

ADDITIONAL FEES

Basic Fees

Cancellation of Reservation:

Cancellation of rentals that occur less than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than seventy-two hours notice will be charged the entire rental fee.

Transfer of Reservation:	\$10.00 (1 transfer allowed per reservation)
Unauthorized Reservation Extension:	\$150.00 per hour

Beverage Fees

Portable Bar:

Fees:

\$30.00 each

Deposit:

\$100.00

Audio Visual Equipment

Microphones:	\$10.00 each	\$50.00
Podium:	\$35.00 each	\$50.00
LCD Projector & Screen	\$60.00 each	\$200.00
Television:	\$30.00 each	\$75.00

Sound System:	\$50.00 Microphone and Speakers
MP3 Dock	\$20.00 each

All deposits are in addition to rental fees and are refundable after the rental, provided patron abided by rules and regulations, is out of the facility on time, clean up has been done properly, and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the deposit will be retained.

All fees are subject to change

VENDORS

Any outside vendors must be City pre-approved by providing proof of insurance and signing additional endorsement naming the City of Newport Beach. All vendors must possess a business license with the City of Newport Beach. A one day special event business license may be obtained from the Revenue Department. .

GENERAL INFORMATION

All rooms reserved must be cleaned before the reservation time has expired. While general cleaning services are provided (trash can removal, setup and breakdown of chairs and tables), all outside items and materials brought into the facilities must be removed or properly expelled in the receptacles provided. Floors and countertops must be free of trash and debris, and should be swept if necessary. Any spills or stains must be cleaned sufficiently before rental time is up. In general, the room should be left in the same condition it was found.

Note: Newport Coast Community Center Parking Lot has 122 total parking spaces